



King County

JUVENILE DIVISION DIRECTOR DEPARTMENT OF ADULT & JUVENILE DETENTION

Annual Salary Range \$80,821 - \$102,446

Proposed Salary Range (subject to Council approval) \$84,748 - \$107,423

Job Announcement No.: 03RM3193

OPEN: 04/02/03 CLOSE: 05/02/03

WHO MAY APPLY: This position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to Steve Thompson, Room E-245, King County Courthouse, 516 3rd Avenue, Seattle, WA 98104 **by 4:30PM on May 2, 2003 (Postmarks are NOT ACCEPTED.)**

FORMS AND MATERIALS REQUIRED: Submit a resume, letter of interest, sample of an actual written work product that illustrates your abilities that has been submitted in the course of your work prior to May 2, 2003 and a written response to the questions on the reverse of this announcement

WORK LOCATION: Youth Service Center, 1211 East Alder, Seattle, WA

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This position is also Career Service exempt.

JOB DESCRIPTION: The Juvenile Division Manager is a non-uniformed employee of management rank who reports to the Department Director, serves at the will of the Director and is responsible for 24-hour day-to-day operations and long-range planning for the King County juvenile detention facility.

PRIMARY JOB DUTIES INCLUDE:

1. Direct supervisory responsibility for all juvenile detention staff, through the chain of command, which includes booking, release and direct supervision of juveniles; health-clinic services; day and evening reporting centers; electronic home monitoring; food services; classification; recreation; transportation and court escorts; maintenance and supply; volunteer services; employee and labor relations; staff development and training.
2. Provides leadership in planning for and implementing organizational change initiatives and new business practices through the development of work programs and business plans that reflect the overall goals and objectives established by the King County Executive and Director.
3. Represents the Division and the Department to the community, other juvenile-justice agencies, Superior Court personnel; juvenile justice oversight groups, outside agencies, attorneys, families and friends of detainees and other Departments as needed. Makes public presentations on issues of importance to the department
4. Maintains successful collaboration with members of the juvenile-justice and criminal-justice community including superior court, prosecuting attorneys, public defenders and police officials and well as positive and effective working relationships with elected officials, community organizations, labor leaders and the public.
5. Prepares the annual budget for all operational units within the juvenile facility within guidelines established by the Executive. Manages the annual budget to ensure that expenditures are within legally adopted appropriation levels and that expenditures are prioritized to address operational requirements of the facility.
6. Responsible for review of, recommending changes to, implementing, and monitoring adherence to division policies and procedures.
7. Manages contracts for detention beds, community contracts for youth services; federal, state and local grants.
8. Responsible for the safety and security of detained juveniles, their visitors and staff.
9. Prepares written reports, summaries, correspondence and emails to set the tone for and advance Department objectives.
10. Other duties as assigned.

DESIRABLE QUALIFICATIONS: Demonstrated experience as a Juvenile Detention Manager. A minimum of five (5) years' juvenile-justice or criminal-justice experience managing programs, budget, personnel, labor and employee relations; experience working with diverse groups including community advocates, elected officials, the media, other juvenile-justice or criminal-justice agencies. Experience within King County government is desirable. Demonstrated leadership and team-building experience. Demonstrated ability to manage complex operational, fiscal, legal and policy matters simultaneously. Demonstrated ability to analyze and devise creative, efficient solutions to resolve operational challenges and address the system pressures associated with organizational change. Demonstrated ability to prepare and review complex and sensitive written materials including litigation materials. Demonstrated ability to function as part of a senior management team. A college or university degree is desirable.

NECESSARY SPECIAL REQUIREMENT: A valid Washington State driver's license or the ability to travel throughout the County in a timely manner.

SELECTION PROCESS

- Applications will be screened to ensure that all application materials have been submitted and qualifications are met.
- Written materials of those applicants who submit complete application packets and meet the desired qualifications will be assessed and screened for selection for interviews.
- The top applicants will be scheduled for an oral board, which may include a written exercise.
- The Department Director will make the final selection.

SUPPLEMENTAL QUESTIONS:

- Discuss your juvenile-justice philosophy and describe what does and does not work in the field.
- Describe your long-range vision for the juvenile detention profession and the challenges to achieving this vision in the short and long terms.
- Describe your leadership style.
- Describe any organizational change initiatives that you have developed and/or implemented and how you were able to measure their success.
- Describe team-building methods you have successfully employed.
- Describe your communication style with employees, elected officials, detainees and the public.
- Discuss and provide examples of inter-disciplinary collaboration in which you have participated.

CLASS CODE: 8805